MINUTES OF THE

NCAA DIVISION III ADMINISTRATIVE COMMITTEE CONFERENCE NO. 3

Those participating were James Bultman, Division III Presidents Council chair; Chris Martin, DIII Management Council chair; Jeff Martinez, Division III Management Council vice chair; Jim Schmotter, Division III Presidents Council vice chair; Chris Thomforde, Division III Management Council; Dan Dutcher, NCAA; Amy Huchthausen, NCAA, Leah Kareti, NCAA, recording secretary, and Debbie Kresge, NCAA.

[NOTE: The following action occurred during an in-person meeting at Hope College on March 31, 2011.]

Acting for the Division III Management Council and Presidents Council, the Administrative Committee approved the following actions:

1. **Membership of Joint Legislative Steering Committee.** The committee appointed Jim Bultman, Bob Antonucci, Rosalind Reichard, Charles Harris, Chris Martin, Marjorie Hass, Chris Thomforde and Lou Stark to the joint legislative steering committee. Based on the adoption of 2011 Convention Proposal No. 1, the joint subcommittee includes members from the Management Council and Presidents Council to help identify issues for presidential review. This subcommittee includes the presidents and athletics direct reports of the Management Council, the chair of the Management Council, the chair of the Presidents Council and two additional representatives of the Presidents Council. The subcommittee's purpose is to distinguish between key legislative issues that tie to the division's philosophy, strategic plan or strategic positioning platform and necessitate review and sponsorship by the Presidents Council, versus administrative and operational issues more appropriately reviewed and sponsored by the Management Council.

2. **Contract Support for Strategic Initiatives.** The committee endorsed the concept of obtaining contract support to help staff implement significant Division III initiatives, including the Identity Initiative, Drug Education and Testing educational program development, and development of a web site to support the Special Olympics partnership.

3. **Division III Identity Purchasing Web Site.** The committee concluded that the 2010-11 conference and institutional credits provided through the purchasing web site would not carry over to the 2011-12 budget year. Thus, any funds remaining at the August 31 close of the 2010-11 fiscal year will be returned to the Division III reserve, with new $1,000 credits issued to conferences and institutions on September 1, 2011.

4. **Survey to Assess the Conference Presidential Leadership.** The committee approved the attached survey for distribution to voting conference commissioners. The purpose of the survey is to inform the governance structure on the current level of presidential leadership in Division III voting conferences.

5. **Presidents Advisory Group (PAG) Communications.** The committee agreed to forward to the advisory group bulleted summaries of key action and discussion items after each Presidents Council meeting.

The committee agreed to forward the following recommendations to the Strategic Planning and Finance Committee, Management Council and Presidents Council, as appropriate:

1. **Presidential Legislative Package for the 2012 Convention.** Consider sponsorship of a legislative package for the presidential grouping at the 2012 Convention that includes the following; consistent with the 2008 white papers:

   (a) Amend the philosophy statement to emphasize that Division III athletics are primarily focused on the undergraduate educational experience in a four-year time frame.

   (b) Amend the philosophy statement to clarify that initial and continuing eligibility standards are best left to institutional and conference autonomy.

   (c) Solidify the division's position on playing season length by amending the philosophy statement to enumerate a commitment to supporting a student-athlete's right to meaningful participation in non-athletic pursuits as a method of enriching the overall educational experience.

   (d) Designate significant financial aid regulations as division dominant, which requires a subsequent two-thirds majority vote to amend.

   (e) Designate the redshirting prohibition as division-dominant.

   (f) Establish key playing season legislation (such as extensions of the playing season) as division dominant.

2. **NCAA Performance Management Scorecard- Alcohol and Drug Education and Testing.** Add the results of the Division III championships drug testing program as a key metric to measure the success of the division's alcohol and drug education and testing program.

# # # # #

[The following survey will be distributed in a web-based format.]

TO: Division III Conference Commissioners:

In an effort to help the Division III governance structure better assess the role of presidential leadership at the conference level, please complete the following questionnaire regarding roles, participation, and expectations of your institutions' presidents.

Definition of meeting types.

- A *formal* meeting of conference presidents requires attendance by at least a majority of institutional presidents (regardless of actual attendance) and is a part of the conference's annual business calendar where athletics is on the agenda or discussed.
- Any other conference meetings where less than a majority of institutional presidents were present and where athletics was on the agenda or discussed falls under the category of *other*.

Grid responses.

Please use the following prompts and grid to list all presidential meetings that occurred in **the 2009-10 academic year** and met the 'formal' or 'other' definition provided.

1. Please indicate the date or dates the meeting took place.

2. Please indicate the actual level of presidential attendance using the following responses:
   a. All institutional presidents attended.
   b. A majority of institutional presidents attended.
   c. Less than a majority of institutional presidents attended.

3. Please indicate whether institutional athletic directors were required to attend the meeting. Use "Y" for yes and "N" for no.

4. Please indicate whether institutional presidents were able to send a substitute other than an athletics official in his or her place (e.g., a vice-president, provost, or other athletics direct report) during the meeting. Use "Y" for yes and "N" for no.

5. Please indicate whether athletics was on the meeting agenda. Use "Y" for yes and "N" for no.

		1.	2.	3.	4.	5.
	Type	Date(s)	Presidential attendance	AD Required	Substitute allowed	Athletics on agenda
Example 1:	*Formal*	**September 9, 2009**	**B**	**N**	**Y**	**Y**
Example 2:	*Other*	**February 10, 2010**	**C**	**N**	**Y**	**Y**

For the 2010-11 academic year:

1. Has your conference held a formal or informal presidential meeting during the 2010-11 academic year?
   a. Yes.
   b. No.

2. If your conference has not held a formal or informal presidential meeting during the 2010-11 academic year, do you anticipate that your conference will hold one before the end of the academic year?
   a. Yes.
   b. No.
   c. Possibly.

3. Do you feel that financial support would help ensure that Division III conferences consistently hold presidential meetings?
   a. Yes.
   b. No.
   c. Possibly.

4. Does your conference have an established policy regarding either formal or informal meetings among institutional presidents?
   a. Yes.
   b. No.

5. If you answered yes to question #4, please share your policy.

6. What else (if anything) does your conference constitution establish as an expectation for presidents or presidential leadership?

7. Please share any additional comments on conference presidential leadership.